

# Registrant Information Options

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**Quick Steps: Go to Events > Event Console > Registrant Information Options > Edit**

1. Within the Management Console, select **Events** from the top menu, then click on the name of the event, or the **Event Console** button to enter the Event Console
2. Select **Registrant Information Options** from the expanded left menu
3. Click **Edit** at the top of the page
4. In the **Personal Information** tab, you can set whether you want the question to Show (available for answer) and whether it is Required (mandatory field). You are also able to rename the fields
5. Within the **Section Titles** and **Navigation Buttons** tabs, you can rename the different areas and buttons on the form as required
6. Use the **Office Only** tab to create any Office Only questions that you might need. Administrators can then add answers to each of these questions once an entrant is in the system
7. Finally, the **Membership** tab can be used if you are currently using the SportsTG Membership Database. This allows you to display fields from the member's profile on the Events form for them to view. Set each field to Yes or No depending on whether you want it to display on the form. Members can not edit these fields on the form
8. When you've made all your changes, click **Save**

**Additional Information:** If using Member Login, you should leave the titles of the fields as is so the members details are not confused

## Step 5: Creating the Entry Form Questions

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